25X1A9a   25X1A9a

Chief, Management Staff   4 October 1956

Chief, O&M Staff (DD/I Area)

Work Report Week Ending 3 October 1956

Accomplishments

1. OMS Qualifications Record System. A proposed system for obtaining and re-
cording qualifications and training including card, code and questionnaire
has been received from the Chief, Administrative Staff and referred to the
Records Management Staff for detailed assistance in connection with the de-
velopment of suitable forms. This system was developed with the assistance
of the O&M Staff including arrangements for demonstration of a McBee Keysort
installation. The system, when completely installed, will provide the AD/RR
with up-to-date information concerning qualifications of his professional
personnel which is not available elsewhere in the Agency.   25X1A9a

2. Project 6-51, Study of Feasibility of Transferring from OCR to OTR CIA
Library Branch Two and Establishing a Communism Library in OTR.   25X1A9a
The feasibility of transferring from OCR to OTR CIA Library Branch Two and
establishing a Communism Library in OTR was found to be part of a major
problem, whether or not OTR should have a separate library system from the
CIA Library system. Analysis of the two systems revealed that there are
many possibilities for more efficient administration of library services
through centralization of the library function under OCR. Furthermore,
opportunities for advancement and career planning for library personnel
would be improved if both the OCR and OTR library personnel were under one
career service.

The O&M Staff obtained informal concurrence from OCR (Exec/CR) and OTR
(DD/TR and XO/TR) in a plan to incorporate the present OTR Library system
into the CIA Central Library system with the present OTR Library in M & S
Building becoming Branch Two of the Central Library. (OCR will request
the necessary T/O changes.)   25X1A9a

Assignments Active This Week

3. Project 6-45, OCR Space Study - At request of DD/I an analysis of overcrowding
in OCR and appropriate recommendations for improvement.   (DD/S-DD/I, 25X1A9a
17 October)

4. Project 5-46, Preparation of Statements of Mission and Functions of the CIA
ELINT Staff Officer and other Agency participants in the ELINT Program.
25X1A9a
) (ELINT Staff Officer, 1 November)

5. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. ■■■■■ (ID/E, 15 Nov.)   25X1A9a

6. Project 6-54, Examination of Proposed ORR Reorganization. ■■■■ (AD/RR, 31 December)   25X1A9a

25X1A9a 7. Project 6-28, Transfer of Slots From Field to Headquarters, Office of Security. ■■■■ (12 October)

Assignments Inactive This Week

8. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in ID/F. ■■■■■ (5 November)   25X1A9a

9. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. ■■■■■ (15 December)   25X1A9a

10. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). ■■■■■ (15 November)   25X1A9a

25X1A9a 11. Project 5-62, Implementation of Recommendations, ORR 4-Registers Survey. ■■■■■ (11 October)

12. Application of Electronic Computers in DD/I. ■■■■■ (31 December)

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